

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Monday, August 04, 2014 3:37 PM
To: Alexander, Jean; Bancroft, Charles; Beaver, Tatyana; Bent, Sara; Bouck, Steve; Brandt, Kit; Brownell, Creagh; Buza, Sharon; Carcia, David; Castro, Ramona; Colt, Christina; Cordero, Paul; Greenamyre, Janice; Holman, Alvin; Johnson, Margaret; Kim, Hyon-Su; Lefeat, Amy; Legas, Barbara; Livingstone, Gail; Magorrian, Matthew; Nations, Veronica; Orzech, Emily; Patheal-Centenera, Bella; Pavy, Jonathan; Ripley, Denise; Schneider, Jana; Smith, Candace; Tyree, James; Vars, Jeanette; Vaupel, Claudia; Washington, Audrey; Wasson, Wendy; Weiss, Robin; Williams, Anthony
Cc: Wells, Mike; Kahlo, Meaghan
Subject: Shredding will be tomorrow - please have all In House Destruction Forms to Joyce Aoyama by COB today, 8/04/14

Categories: EZ Record - Shared

Hello,

Sorry for the late notice on this. Mike is out, so I'm sending this message out to you. Please have the signed forms to me by COB today so I can review and verify any questions. Thanks!

Here is a link to [the In-House Records Destruction Form](#). Please be mindful of your FOIA and Litigation Hold preservation responsibilities.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax